

ExceleRate® Illinois – Steps to Apply Licensed Family Child Care Home Providers Gold Assessment Path

1. Attend an ExceleRate Illinois Orientation
2. Review the Frequently Asked Questions
3. Review the ExceleRate Illinois Quality Standards Overview
<http://www.excelerateillinoisproviders.com/docman/resources/52-fcc-overview-chart/file>
4. Once you have reviewed the Overview chart for details of evidence needed, then select the specific Circle of Quality you will work towards and apply for
5. Complete required trainings
<http://www.excelerateillinoisproviders.com>
Select: How it Works / Licensed Family Child Care Overview
6. Follow these steps for chosen Circle of Quality
 - Sign Consultant Agreement (if Child Care Resource & Referral (CCR&R) Specialist is providing consultation).
 - Complete program self-assessments using FCCERS and BAS.
 - Complete the Continuous Quality Improvement Plan (CQIP) Worksheet/Summary, as necessary.
 - Apply for Gateways Credentials as needed.
 - Create portfolio inclusive of all ExceleRate Illinois documentation for on-site review.
7. Work with your Illinois Department of Children & Family Services licensing representative to clear program violations. To check if your program has violations, please visit: <https://sunshine.dcf.illinois.gov/>
8. Submit completed application packet to INCCRRA. An application packet consists of:
 - An Application
 - A supplemental application for specific Circle of Quality
 - Any required documentation as specified by the Circle of Quality chart
9. INCCRRA will review the initial application packet and within 15 business days will communicate with the program. When the program is ready to receive their on-site verification visit, the National Louis University McCormick Center will contact the program within 2 weeks to schedule an assessment window.
10. Program must have a complete, organized PROGRAM PORTFOLIO with all necessary information included at the time of the assessment visit. The McCormick Center assessor will review this portfolio as part of the assessment visit to determine if ExceleRate Illinois standard(s) are being met. **All documentation must be provided by the conclusion of the assessment visit.**

It is the provider's responsibility to maintain copies of all documentation on-site for review.

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For the Gold Circle of Quality, the portfolio must include:

- 1B.** Documentation that CCAT-R Health & Safety Checklist has been completed by the provider 4 times in previous 12 months.
- 1D.** Documentation of chosen curriculum and assessment tool that aligns with Illinois Early Learning Guide/Illinois Early Learning Development Standards (IELG/IELDS). Assessor will review curriculum and assessment tool on site, as well as lesson plans that include mixed age groups as appropriate to those enrolled in the home. **NOTE: if the program is not currently using a curriculum that aligns with IELG/IELDS, program may submit a narrative on how the curriculum in use aligns as part of the ExceleRate application.**
- 1E.** Policy and procedures related to child screening, including how results are shared with parents and a sample of parent signed permission forms. Assessor will verify a sample of screening results from previous 12 months. **NOTE: if provider uses the Child & Family Connections office or other entity to do screening, policy should address.**
- 1F.** Policy and procedures related to sharing IFSP/IEP meeting results between parent and provider, if applicable.
- 2A.** Documentation of 3 communication modes, evidence of daily communication with families in their preferred language, and two parent-staff conferences offered per year, with notes/goals as a result of the meetings, and samples of completed family surveys in previous 12 months.
- 2B.** Documentation of a current list of local community services and organizations, three family supports, and evidence of at least three family gatherings annually.
- 2C.** Program policy and procedures related to transition, including transition of children/families into or out of child care home, early learning environments, community services, and school settings including transition to kindergarten. Policy must include how this information is shared with parents.
- 3A.** Program chooses 3 BAS Items to be verified on. Documentation needed will vary based on Items chosen at application. **NOTE: Fiscal Management, Risk Management and Recording Keeping are required verification items and cannot be chosen for 3A.**
- 3C.** Documentation of FCCERS/BAS Profiles and Continuous Quality Improvement Plan (CQIP) noting progress over the previous 6 months
- 4C.** Documentation of active participation in a professional provider association, training cohort, or professional peer support group.
- 4D.** Policy and procedures regarding provider, and assistant if applicable, attainment of required Professional Development hours annually (provider will attain 20 PD hours, including 5 Gateways Registry-approved hours; assistant will attain 10 PD hours); Individual Staff Development Plan for provider & assistant, if applicable.